



Rental Agreement

BEN ROBERTSON COMMUNITY CENTER

Updated 01/2020

Hours

Facilities may be rented Monday through Thursday from 9:00 a.m. to 10:00 p.m., or Friday & Saturday from 9:00 a.m. to 11:00 p.m. Please allow appropriate time for setup before the event and clean up after the event.

Facility Usage

Facilities may not be reserved more than one (1) year in advance. No facilities may be used for fundraising purposes without prior approval from the Parks & Recreation Director. Commercial solicitation and transactions are prohibited. Requests for periodic, regularly recurring use of facilities must be approved by the Parks & Recreation Director. When facilities are not in use for scheduled activities and are available to the public for rent, then use of facilities is available on a first come, first serve basis.

Rental Agreement

To reserve a facility, a Facility Rental Agreement must be completed, signed and returned to the Parks & Recreation Department. Facility Rental Agreements are available at the Ben Robertson Community Center and on the City web site at www.kennesawparksandrec.com.

Rental Fees

All rental fees and security deposit are due at the time of application. Applicant and guests may be subject to eviction, loss of security deposit and additional rental fees up to twice the rental rate if event exceeds Rental End Time. Applicant may also lose facility use privileges.

Parking

Ample parking is available in the Ben Robertson Community Center parking lot on a first come, first serve basis. Parking permits are not required. City personnel do not direct traffic/parking. Accessible parking is available on the side and front of the building.

Payment

All rental fees are due up front to complete a reservation.

Configuration

All room presets are available to view either online or at the Ben Robertson Community Center front desk.

Address

The address on file must be the address of the individual that is completing the reservation.

RENTAL APPLICATION

Account Information:

First Name _____ Last Name _____

Organization Name (if applicable) _____

Street Address _____

City _____ State _____ Zip Code _____

Phone 1 _____ Phone 2 _____ Phone 3 _____

Email Address _____

Facility Requested:

- Banquet Hall
- Large Meeting Room
- Small Meeting Room 1
- Small Meeting Room 2
- Fitness Room
- Dance Room 2
- Dance Room 3
- Craft Lab
- Conference Room

Configuration:

- Banquet Style
- Reception Style
- Classroom Style
- Theater Style

Extras Requested: (Banquet Hall Only)

- Full Stage Setup
- DJ Platform Setup

Date of Event: _____ Start Time: _____ AM / PM

Est. Attendance: _____ End Time: _____ AM / PM

Rentals require a two (2) hour minimum rental time. Time slots are 1 hour intervals.

Purpose of Event:

(Ex: Birthday Party, Baby Shower, Meeting, Graduation Ceremony, etc.)

Food Present?

Yes No

Alcohol Present?

Yes No

To serve alcohol, an Alcohol Permit must be submitted and approved. See Rules and Regulations.

See Reverse Side for Rental Rules & Regulations.

[Office Use Only]

Entered By: _____ Permit #: _____

Enter Date: _____ Receipt #: _____

Rental Rate:

- Kennesaw City Resident
- Non-Resident
- Non-Profit

You are considered a Kennesaw Resident if you live within the incorporated city limits. A Kennesaw postal address does not, in itself, determine residency.

The Non-Profit rate requires a current 501(c) form be submitted.

Security Deposit

All rental applicants must pay a security deposit. The deposit is refundable if, and only when, the facility is left clean and there is no damage to furnishings or equipment. If damage occurs and the cost of the damage exceeds the amount of the deposit, the rental applicant will be billed for any additional expense. Damages could lead to losing facility use privileges. The decision of whether the deposit shall be refunded is solely up to the Parks & Recreation Department and will not be refunded until the facility has been inspected by City personnel.

Reservation Status

A rental reservation is considered binding after the Facility Rental Agreement has been signed by the rental applicant and approved by City personnel. Rental applicants may not advertise any event until this time.

Cancellation Policy

There will be a cancellation fee of \$25.00 if facility rented and reserved is not cancelled at least 15 days prior to the event.

Floor Plan

To assure that setup needs are met in a timely manner, rental applicants are required to provide a detailed floor plan to the front desk personnel at least one (1) week prior to the rental. City personnel are responsible for setting up the necessary tables and chairs for the event according to the floor plan. If the floor plan is not received prior to the event, the City personnel will setup the room according to the estimated attendance indicated on the rental agreement.

Cleaning

The facility must be cleaned, all decorations and trash must be removed, and the facility must be vacated by the end time indicated on the Facility Rental Agreement. The rental applicant is responsible for removal of all personal articles, including leftover food, decorations, etc., and depositing trash in the dumpster behind the building (Banquet Hall only). All table tops, chairs, counter tops, and any appliances used must be wiped clean. Rental applicant is required to sweep or mop if needed. If it becomes necessary for City personnel to do an extensive amount of cleaning, there will be a corresponding deduction from the security deposit, as determined by the Parks & Recreation Department.

Caterers

Rental applicants may choose to employ an outside caterer for their event. Caterers are required to abide by all policies outlined in the Facility Rental Agreement. All food and beverages must be removed from the premises after the event. Waste food, ice and beverages may not be dumped onto soil or landscaping anywhere on the premises by guests or catering staff. Rental applicants and/or their caterers are required to provide their own tableware, linens, and service needs. No catering equipment, decor or other items may be left behind or stored on the property before/after an event unless prior arrangements have been made with the Parks & Recreation Director. The City of Kennesaw is not responsible for any lost or stolen equipment.

Facility Appearance

The City of Kennesaw cannot guarantee that the rented space will have the same appearance as when originally viewed.

Personal Property

The City of Kennesaw is not responsible for any valuables or personal property left on the premises.

Minors

Any rental with participants under the age of 18 is required to have at least one adult chaperon for every ten minors present during the event.

Alcoholic Beverages

Alcohol may be served to persons 21 years of age or older under the terms and conditions consistent with the applicable laws of the State of Georgia as long as the rental applicant abides by the following rules:

- 1) A closed function event serving alcohol required by law, with no exceptions, a permit from the City of Kennesaw.
- 2) An Alcohol Permit Application must be submitted at least 21 days in advance to be approved. City personnel will assist the rental applicant in obtaining this permit. The permit specifies the hours in which the closed function is permitted to occur, and must be posted in a conspicuous location during the event.
- 3) Individuals attending the function may only consume alcoholic beverages inside the rented room. No alcoholic beverages may be consumed anywhere else in the building or outside.
- 4) If alcohol is being served, a City of Kennesaw police officer must be present from the time guests begin arriving to the end time listed on the Facility Rental Agreement. City personnel will assist with the scheduling the police officer. The rental applicant is required to pay the police officer directly at the event at a rate of \$40 per hour (cash only) with a \$100 minimum. Questions may be addressed to Captain Kimberlee Brophy at (770) 422-2505.
- 5) The rental applicant will take responsibility for and hold the City of Kennesaw harmless from all liabilities arising from the serving and consumption of alcoholic beverages.

Smoking

Smoking is prohibited inside the Ben Robertson Community Center. Kennesaw city parks are "Breathe Easy Zones." Tobacco products, smoking and e-cigarettes are prohibited on all Kennesaw Parks & Recreation properties. City Ordinance: Sec. 66-2.

Animals

Animals are not permitted inside the Ben Robertson Community Center without prior approval of the Parks & Recreation Director.

Decorations

No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixtures.

Confetti

Thrown rice, birdseed, glitter, and all types of confetti are prohibited inside or outside the Ben Robertson Community Center.

Candles

All candles must be contained in a glass container taller than the top of the candle flame.

REQUIRED SIGNATURE

I have read all of the rental policy information and agree to comply with my signature below.
I understand that my security deposit may be forfeited or I may be billed for any additional expense should any of the aforementioned requirements be ignored or abused, or if any damages are a result of the actions of my rental.

Signature

Date

The City of Kennesaw reserves the right to refuse application for good cause or to revoke the rental applicant's permit privileges. If this occurs, we will attempt to notify you as soon as possible.